

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: Earned Leave Donation Policy

PROCEDURE NO: HR 500.06

REPLACES: _____

PAGE(S): _____

PREPARED BY: Kristen Pattison

DATE: 06/2011

PURPOSE:

It is the goal of Mennonite Village to allow employees to donate their Earned Leave (EL) time to a designated individual or to an EL Bank for another employee who is experiencing a family emergency or personal crisis that creates a need for additional time off beyond that individual's available leave. Such donations are strictly voluntary.

PROCEDURE:

Employees donating leave must meet the following criteria:

- Must have been employed with the company for at least one year preceding the leave donation.
- Must complete an Earned Leave Donation form where they may designate leave to an individual or to the bank.
- May donate up to 40 EL hours to one individual but must have at least 40 hours remaining in own EL bank.

Employees requesting earned leave donations must meet the following criteria:

- Must exhaust all their EL time first.
- Must be experiencing a family or personal crisis or be on an approved medical leave.
- Complete an Earned Leave Request form (form may be completed by Supervisor).
- Cannot accept more than 80 hours in a rolling 12-month period from employee direct donations and no more than 40 hours from the EL Bank in a rolling 12-month period.
- Cash donations are acceptable and can be provided to the Payroll Manager for tracking and distribution.